

DETERMINED

St Augustine's Catholic College Wingfield Road, Trowbridge, Wiltshire BA14 9EN Admissions Policy 2019/20 Head Teacher: Mr J Alsop

email: admin@st-augustines.wilts.sch.uk website: www.st-augustines.wilts.sch.uk

MISSION AND ETHOS

St Augustine's is a Catholic College which embraces the gospel values of Jesus Christ in its everyday life and work.

It is a learning community which seeks the highest standards of excellence whilst remaining committed to valuing each individual and their gifts.

Our aim is to help each person achieve their potential and become equipped for an adult life of service to others.

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 2018/19 is **160**. 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. Admissions outside the normal age groups will be considered and the advice of specialist advisers and other relevant professionals will be sought as appropriate. For further information please contact the Admissions Secretary.

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 2018. For those living within the Wiltshire LA applications can be made online from 1st September 2018 at www.wiltshire.gov.uk

SUPPLEMENTARY INFORMATION FORM (SIF). The Supplementary Information Form is not an application form. However, it is requested to be completed by a parent/carer who wishes an application to be considered for St Augustine's Catholic College giving details of the religious, sibling or staff criteria. The SIF must be returned directly to St Augustine's Catholic College by the closing date of 31 October 2018 to be considered in the first round of allocations. Where appropriate, a certificate of baptism must be attached to this form. A SIF is available from the College or the college website.

THE GOVERNING BODY. The Governing Body, acting in accordance with the Schools Admissions Code¹ and in consultation with the Clifton Diocese, is responsible for admissions and will admit children without regard to aptitude, ability or previous attainment. Governors comply with the Wiltshire Local Authority Fair Access protocol and the Articles of Association of the College.

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 2019.

¹ The Schools Admissions Code © Crown Copyright 2014.

DETERMINED

OVERSUBSCRIPTION CRITERIA

OVERVIEW. St Augustine's Catholic College operates the following Oversubscription Criteria Model:



Special Educational Needs². 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 and consulting parents and the Governing Body if a preference has been made for St Augustine's Catholic College before the College is then named in the Plan. If the College is named, the child will be admitted before the oversubscription criteria are applied to other children.

CATEGORY 1 – Baptised³ Catholic Children. Applications will be ranked in the following order:

- 1.1 Catholic Looked After Children (LAC)⁴ – See Note 3.
- 1.2 Catholic children from a St Augustine's Catholic College Feeder primary school – See Note 4.
- 1.3 Catholic children with a sibling at the school – See Note 5.
- 1.4 Catholic children from the St Augustine's Catholic College designated area – See Note 1.
- 1.5 All other Catholic children.

CATEGORY 2 - Looked After Children (LAC) – See Note 3.

CATEGORY 3 – College Community. Applications for this category will be accepted from children of College Staff – See Note 6.

CATEGORY 4 – Baptised⁴ Christian Children. Applications will be ranked in the following order:

- 4.1 Christian children from a St Augustine's Catholic College Feeder primary school – See Note 4.
- 4.2 Christian children with a sibling at the school – See Note 5.
- 4.3 Christian children from the St Augustine's Catholic College designated area – See Note 1.
- 4.4 All other Christian children.

CATEGORY 5 – Other Faiths. Applications for this category will be accepted from children of another Faith

CATEGORY 6 – All other children. Children who do not meet the criteria of the previous categories.

² Children with Statements of Special Educational Needs or Education, Health and Care Plans

³ See Note 7

⁴ Includes previous LAC – See Note 3.

DETERMINED

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 school has to exceed the Published Admission Number.

TIE BREAKER. Priority within each oversubscription category will be determined by lottery using a random sequence generator and supervised by an independent adjudicator – See Note 2. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn.

WAITING LIST. A waiting list of those still seeking a place in Year 7 will be held until **31 December 2019**. 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.

APPEALS. Parents whose applications are unsuccessful have the right of appeal by making application to the Clerk to the Governors within 21 days of receiving the letter of refusal. This appeal will be heard independently of the Governing Body.

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 under Admissions and hard copies are available on request.

Note 2 – Tie Breaker Process

Priority within each oversubscription category will be determined by a lottery using a random sequence generator (: <https://www.random.org/sequences/>). Further details are available from the Admissions Secretary.

Note 3 – Looked After Children

LAC. The term LAC applies to "looked after child" or a child who was previously looked after but, immediately after being looked after, became subject to a child arrangements order, adoption, residence, or Special Guardianship Order. A Looked After Child is defined as 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 application.

For Children Previously Looked After:

- 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 Act 2002

(see section 46 adoption orders)

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

DETERMINED

DETERMINED

- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 4 – 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 5 - Siblings

Siblings are defined as children who:

- share one natural parent **AND**
- who lives at the same address for at least 50% of the time **AND**
- one of whom is in Year 7 – 11 at the time of application.

Legally **adopted** children living at the same address are also considered to be siblings.

Note 6 – College Staff

College Staff is defined as a member of staff 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 (this will exclude casual workers); **College Staff** can also be defined as a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note 7 – Baptism Certificate

In the context of the Admissions Policy, '**Baptised children**' means those baptised as Catholic or baptised in a Church which is in Communion with the See of Rome or another Christian denomination and who can produce a baptismal certificate or equivalent validation. To be considered in the first round of allocations, the certificate must be submitted by 31 October 2018. Children who have been received into the Catholic Church will be considered in the same way as children who are baptised Catholic and must provide a certificate of reception into the Catholic Church.

Where a certificate is not available, a statement from a member of the clergy, confirming that the child has been baptised or received into the Catholic or Christian Church must be provided.

The governors may also request sight of the original certificate.

DETERMINED