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St Augustine's Catholic College

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Admissions Policy 2021/22

MISSION AND ETHOS

St Augustine's is a Catholic College which embraces the gospel values of Jesus Christ in its everyday life and 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 2021/22 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. 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 before the deadline for submitting the Common Application form.

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 2020**. For those living within the Wiltshire LA applications can be made online from 1 September 2020 at 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. 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 and 8 below), should be returned directly to the College by the closing date of 31 October 2020. 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) should be completed and submitted to Wiltshire Council, even if the applicant does not live in Wiltshire. In-Year applicants should at the same time also submit to the College a Supplementary Information Form and the required copy documents, for the reasons explained above.

THE GOVERNING BODY. 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

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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 2021.

EDUCATION, HEALTH AND CARE PLANS: 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, 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 a St Augustine's Catholic College Feeder primary school - Note 3
- 1.3 Catholic children 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 All other Catholic children

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

CATEGORY 3 – College Community.

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

CATEGORY 4 – Music - Up to 16 places (in Year 7 only) for children showing an aptitude for music

CATEGORY 5 – Christian Children – Note 8

Applications will be ranked in the following order:

- 5.1 Christian children from a St Augustine's Catholic College Feeder primary school - Note 3
- 5.2 Christian children with a brother or sister at the school - Note 4
- 5.3 Christian children from the St Augustine's Catholic College designated area at the date of application - Note 1
- 5.4 All other Christian children

CATEGORY 6 – 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.

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.

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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 2022**. 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 (2022/23) 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 under Admissions 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.

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 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.

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Note 6 – Catholic Children

Catholic children means children who have been baptised into the Catholic Church or into a Christian 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 give Category 1 priority to such children in the first round of allocations, we need 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 31 October 2020 along with the Supplementary Information Form.

Note 7 – Musical Aptitude

An applicant's musical aptitude will be ascertained by means of a test. The aptitude test is based entirely on responses to aural tests and does not require any knowledge of music theory or previous musical knowledge. The test consists of four main types of questions namely pitch, melody, texture and rhythm. If the candidate misses the test, a medical certificate will be required for any requests for a late test.

Note 8 - Christian Children

Christian children will be members of a recognised Christian church other than those covered by Note 6. A recognised Christian church will be a member of Churches Together in Britain (website www.cte.org.uk), Cytun, the Evangelical Alliance or Vineyard Churches in the UK and Ireland. In order to give Category 5 priority in the first round of allocations, we need to see 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 31 October 2020 along with the Supplementary Information Form.