

ST GREGORY THE GREAT CATHOLIC SCHOOL 2017/18 ADMISSION ARRANGEMENTS

Name of school: Saint Gregory the Great Catholic School – part of The Dominic Barberi MAC.

The admission authority for the school is the Board of Directors of the Dominic Barberi Multi Academy Company. The Board of Directors has delegated the responsibility for admissions to the Academy Committee of St Gregory the Great School.

The Admissions process is part of the Oxfordshire LA co-ordinated scheme.

Saint Gregory the Great Catholic School became part of The Dominic Barberi MAC on 1 April 2013. At that date the school became a 4 – 19 school taking children into Reception Class for the first time in September 2013.

The Admissions Policy of Saint Gregory the Great Catholic School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by The DBMAC Board of Directors as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

If the number of applications exceeds the admission number, the School will give priority to applications in accordance with the admission criteria listed below provided they are made aware of these applications before decisions on admissions are made. Applicants are asked to complete the school's Supplementary Form to assist the directors in awarding places. The form can be obtained from St Gregory the Great Catholic School or from feeder schools on request. It may also be found in the School Prospectus and on the School Website <http://www.stgregory.oxon.sch.uk>. The Local Authority Common Admissions Preference Form (CAPF) must also be completed and returned to the Local Authority. The Supplementary Form should be returned directly to St Gregory the Great Catholic School. Further details can be obtained from the school.

There is no charge or cost related to the admission of a child to this school.

Places will be allocated according to the following criteria and in the following priority order:

For entry to the Reception Class.

The Admission Number for the school year beginning in September 2017 for entry to the school in the Reception Class is 60.

1. Baptised Catholic* children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic* children
3. Non-Catholic children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

4 Non-Catholic children.

For entry to the school in Key Stage 3 (Year 7)

The Admission Number for the school year beginning in September 2017 for Year 7 is 210.

1. Baptised Catholic* children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic* children who currently attend a Catholic feeder school. The feeder schools are:
 - Our Lady's Catholic Primary School, Cowley, Oxford;
 - St Aloysius Catholic Primary School, Oxford;
 - St Joseph's Catholic Primary School, Headington, Oxford;
 - St John Fisher Catholic Primary School, Littlemore, Oxford;
 - Our Lady of Lourdes Catholic Primary School, Witney, Oxon;
 - St Joseph's Catholic Primary School, Thame, Oxon;
 - St Thomas More Catholic Primary School, Kidlington, Oxford;
 - St Joseph's Catholic Primary School, Carterton, Oxon;
 - St Edmund's Catholic Primary School, Abingdon, Oxon;
 - St Amand's Catholic Primary School, East Hendred, Oxon.
3. Other Baptised Catholic* children.
4. Non-Catholic children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
5. Non-Catholic children who currently attend a Catholic feeder school.
6. Other Non-Catholic children.

***Baptised Catholic Children**, for a child to be considered a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism should contact their parish priest. Failure to provide evidence of Catholic Baptism or Reception will affect the category into which the child's application is placed.

OVER-SUBSCRIPTION

If there is over-subscription within any admission criterion, St Gregory the Great School will give priority to applications in that criterion in the following order: -

1. Children who have a brother or sister (see note 2, page 3) attending St Gregory the Great Catholic School at the time of admission.
2. Children of staff in either or both of the following circumstances: -
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Other children

In each of these three categories, priority will be given to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example this may occur when children in the same year group live at the same address, or when there are twins, or if the distance between the home and school is exactly the same e.g. block of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the admission number to be exceeded, the Local Authority will randomly select the child to be offered the place by drawing lots. As an exception, the directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

NOTES

NOTE 1

Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plans that names the school, irrespective of whether they have places or not. This is not an oversubscription criterion. This will reduce the number of places available to other applicants.

NOTE 2

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

The children should be in permanent residence at the same address.

NOTE 3

The home address of the pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Principal.

Parents can request that their child attends part-time until the child reaches compulsory school age.

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to St Gregory the Great School. This request should be in the form of a written letter of application outlining the reasons why they wish their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. The Academy Committee will consider applications submitted and advise the parents of the outcome of their application before the national offer

day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

NURSERY

Attendance at our nursery does not automatically guarantee that a place will be offered in our main primary school. Parents must apply using the LA form for a place in Reception Class

APPEALS

Parents who wish to appeal against the decision of the Directors to refuse to offer their child a place in the school may make an appeal to an Independent Panel. Details of the procedure are available from the school. Appeals will be heard by an Independent Panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Applications received after the closing date will only be considered alongside those received by the closing date within the same academic year under the following circumstances:

- The family was unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.

OR

- The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the list of continued interest in admissions criteria order.

WAITING LISTS

Waiting lists for admission will remain open until 31st July 2018 and will then be discarded. The waiting list will be kept in admissions criteria order. This means that a child's position on the waiting list could go up or down. The inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Parents may apply for their child's name to be reinstated in the next academic year.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION AND YEAR 7 (In Year Applications)

As part of the coordinated scheme parents/carers are required to complete a CAPF form available on-line www.oxfordshire.gov.uk/admissions or by telephoning the Admissions

Team on 01865 815175. The application will then be considered by the admissions committee within 10 days of receipt of the application forms.

IN-YEAR FAIR ACCESS

St Gregory the Great Catholic School will comply with the agreed policy of the Local Authority for admission of previously excluded or hard to place children.

www.oxfordshire.gov.uk/admissions

ADMISSIONS POLICY FOR NEW STUDENTS INTO YEAR 12 IN SEPTEMBER 2017

Applications from students from other schools should be made in the first instance to the Admissions Officer. Places will be allocated according to the following criteria:

1. Baptised Catholic* Post-16 children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Other Post-16 students who are baptised Catholics but who have not been previous members of Saint Gregory the Great Catholic School.
3. Non-Catholic Post-16 children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
4. Other Post-16 students who are not baptised Catholics but who desire a Catholic Post-16 education.

The approved admission number for the relevant age group (Year 12) has been determined to be 20. This number refers to the number of pupils to be admitted to the school for the first time and does not include pupils transferring from within the school.

In all instances, after a place has been offered, Sixth Form students and parents, once accepted, are asked to sign the Sixth Form contract, a copy of which can be obtained from the school.

ENTRY REQUIREMENTS

Entry for Level 3 courses requires 6+ A* - C passes at GCSE, with preferably a B in chosen subjects.

Entry for Level 2 courses requires 6 A* - G passes at GCSE, including Maths and English, with preferably a D in chosen subjects.

OVER-SUBSCRIPTION

If there is over-subscription in any criterion, the directors will give priority within that criterion to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System (see main policy for further information).

HOME TO SCHOOL TRANSPORT

Information regarding Home to School Transport can be found in the booklet entitled "Starting School" for Primary Schools and "Moving On" for Secondary Schools produced by the Local Authority.

APPENDIX

Definitions of a 'Baptised Catholic' for use in the Criteria of Admissions to Catholic Schools in the Archdiocese of Birmingham.

To establish clarity, consistency and fairness in the application of Criteria of Admissions in Catholic Schools, in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a 'Baptised Catholic' for the benefit of parents who are making applications and for Governors and Boards of Directors who formulate and apply the criteria for admissions.

A 'Baptised Catholic' is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc., Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

OR

- Has been fully validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The directors of St Gregory the Great Catholic School will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Extra supporting evidence may be requested when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)